



## **Lafayette Community Development Department 2011 CDBG Application Instructions for Neighborhoods**

Those applying for funding assistance under CDBG funds must use the attached forms for each proposed activity. The application form is also available in an electronic format. Please request the electronic version of the application form by calling the Community Development office at 807-1090, or email [pbatts@lafayette.in.gov](mailto:pbatts@lafayette.in.gov).

All information must be typed or legibly printed. Complete all portions of the application. Except where indicated, if you need more room to answer a question, please add space. Portions not applicable to specific activities should be so marked.

Project description is critical. An activity must be described in a narrative stating the amount of request and the proposed use of funds. Description of need, its remedy and other written portions of the application should be addressed precisely and concisely.

If applying for more than one project, applicants must file separate applications for each activity. As an example, separate applications would be required if the neighborhood wished to apply for both sidewalks and neighborhood park projects.

**Applicants must submit one (1) original of completed application(s) to:**

City of Lafayette  
Community Development Department  
**515 Columbia Street**  
Lafayette, IN 47901

**The deadline to submit applications is 4:00 p.m. February 4, 2011. Applications must be in the Community Development Office by this deadline. Applications postmarked by the deadline but delivered to us after the deadline will not be considered.**

**Technical assistance is available and encouraged.** Please call the Community Development Department at 765-807-1090 if you need assistance in preparing your request, filling out the application, or if you have any other questions.

